



# TOWN OF MOUNTAINAIR

## POLICE DEPARTMENT

### CHIEF OF POLICE

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**JOB TITLE:** Chief of Police

**SALARY:** \$83,200 to \$89,440

**BENEFITS:**

- Incentive of \$3000 (\$1500 after 1 year probation, \$1500 after 2 years)
- 100% Health, dental & vision coverage for employee and spouse
- PERA Plan 4 Retirement
- Take-home Unit
- Uniform Allowance

**SUPERVISION:**

Reports directly to and performs under the direction of the Mayor. Supervises all Police Department personnel.

**EMPLOYMENT STATUS:**

The position of Chief of Police is an “At Will Employee” position. As such, the Police Chief serves at the discretion of the Mayor and is not “protected” by the Personnel Policy Ordinance.

**PURPOSE AND NATURE OF JOB:**

The Chief of Police is recommended or appointed by the Mayor and confirmed by a majority vote of the Town Council. The Chief of Police is the Chief Administrative Officer of the Police Department and has authority in all matters of policy, operations, and discipline. The Chief of Police exercises all lawful powers of the Police Office and issues such lawful orders as are necessary to assure the effective performance of the Department. Through the Chief of Police, the Department is responsible for the enforcement of all laws coming within its legal jurisdiction. The Chief of Police is responsible for planning directing, coordinating, controlling, and staffing all activities of the Department. The Chief of Police is also responsible for the Department’s continued and efficient operation, for the enforcement of the rules and regulations within the Department, for the completion and forwarding of such reports, as may be required by proper authority, and for the Department’s relations with local citizens, the Local Government, and other related agencies. The Chief of Police shall consult with the Mayor on all cases of major importance.

**JOB DUTIES**

The Chief of Police is a Commissioned Police Officer and as such answers and investigates calls and complaints for service misdemeanors and felonies, secures crime scenes, collects evidence, interviews witnesses, conducts routine follow-up investigations, obtains and server search and arrest warrants, prepares investigation reports, testifies in court, participates in surveillance, patrols assigned residential and

commercial areas by car and on foot, enforces traffic code as required, may be assigned to specialized duties and performs related duties. As Department supervisor, the Chief will monitor the daily activities of Department Personnel and will oversee all Department Personnel matters. In consultation with Mayor, the Chief shall prepare duty schedules for all employees of the Police Department. The Chief shall maintain time records for Police Department Employees and submit them to the Mayor for signature and the Treasurer for payroll as required. The Chief will prepare evaluation reports for police personnel at such intervals as deemed necessary by the Town Council and the Personnel Ordinance. As necessary, the Chief will:

- Recommend and make recommendations for the adoption of new Town ordinances or the amendment of existing ones.
- Ensure the preparation of periodic and special reports and assure that adequate records are maintained of all Police Department activities
- Control the expenditure of department appropriations and prepare annual budget estimates of needs.
- Ensure cooperation with other law enforcement agencies regarding the apprehension and detention of wanted persons and with other agencies as appropriate.
- Receive, evaluate, and resolve complaints.
- Attend civil club and school meetings to explain the activities and functions of the Police Department to establish favorable public relations.
- In consultation with the Mayor, formulate written administrative guidance in the form of policies, regulations and other orders governing the activities of the Police Department.
- The Chief shall have general charge of the Police Department Offices and all property of the Department and shall be responsible for the accounting of all parts, equipment, supplies, tools, and furniture under the control of and necessary to the operation of the Police Department.

## **MATERIAL AND PRODUCTS HANDLED**

Police Department equipment including but not limited to ammunition, firearms, handcuffs, fingerprint powders, brushes, tape, film, pepper mace, latex and plastic gloves, plastic and paper bags, cotton balls, distilled water, and other investigation and police equipment. Office equipment includes but is not limited to computers, printers, printer toner, pencils, paper, pens, correction tape, staples and any other materials handled in the course of daily duties.

## **GENERAL EDUCATIONAL REQUIREMENTS**

- High School Diploma.
- Certified New Mexico Peace Officer, or eligible for immediate certification.
- A minimum of five (5) years experience as a supervisor or manager in a municipal police department
- Should hold or be qualified to hold an Executive Level Management Certificate through the New Mexico Law Enforcement Academy.
- Shall complete forty (40) hours of advanced training every year in the areas of Management and Criminology course, as mandated by the New Mexico Law Enforcement Academy.

## **OTHER REQUIREMENTS**

- Pre-employment testing: Must pass a physical, psychological examination and pre-employment drug screen.
- Licenses: Valid New Mexico Driver's License and clear driving record.
- Drug Testing: Position is safety sensitive and subject to random drug testing.

- Bonded: Must be able to be bonded.
- Criminal Record: No felony convictions or misdemeanors involving moral turpitude.
- Certifications: New Mexico Department of Public Safety Police Officer Certification.
- Residence: Must be permanently located in a residence within a 10 (ten) minute response time to any call within the Town.

## **SKILLS:**

- Ability to communicate effectively in English in both written and oral form.
- Ability to establish and maintain effective working relationships with other employees and to deal with the public in a pleasant and courteous manner.
- Must have excellent analytical, communicative, and supervisory skills.
- Must be skilled in the use of all departments issued equipment.
- Must be a skilled liaison between the Police Department and other law enforcement agencies and Town Government.
- Knowledge: Must have considerable knowledge and understanding of all areas of police services and all areas of police services and all local and state laws.
- Must have some knowledge of government accounting. Budgeting and auditing procedures including procedures including procurement codes.
- Considerable knowledge in the areas of record keeping, communications, court procedures, criminal law, property control, personnel management, police systems and equipment. Considerable knowledge in the areas of record keeping, communications, court procedures, criminal law, civil law, property control, personnel management, police systems and equipment. Considerable knowledge of geography, street systems and routes for the Town of traffic codes, personal safety procedures, principles of first aid, operation of equipment, criminal codes, department policies and procedures. Ability to operate police vehicles, firearms, and other assigned equipment, to evaluate and determine appropriate action in a variety of routine and emergency situations. Must be able to supervise other personnel and have a thorough knowledge of departmental general orders and standard operating procedures.

## **VEHICLES:**

The official vehicle supplied to the Chief by the Town may be used only for official business and not for personal use. The Chief is allowed to take his unit home. The Chief is responsible for all police department vehicles. The Chief shall ensure that they are all well maintained mechanically and that they are kept clean both inside and out. The Chief shall inspect all vehicles at the beginning of each tour of duty for any defects or missing equipment and immediately report any defects, damage or missing equipment to the Mayor or Town Clerk.

## **COMMUNICATION:**

The Town will provide the Chief with a cell phone that shall remain on at all times so that the Chief can respond to Town business as required. The cell phone shall not be used for personal business.

## **WORK ENVIRONMENT:**

Work is performed inside and outside under variable weather conditions. Routinely exposed to the possibility of bodily harm. Requires arduous physical exertion under a variety of conditions. Odd work hours and on-call duty required. The noise level on patrol may be moderate to loud.

**PHYSICAL REQUIREMENTS:**

- Mobility factors: Walk 50%; Sit 20%; Run 5%
- Primary work position: Stand 20%; Kneel 5%; Squat 5%